



Vacancy Announcement

Outreach Worker- Healthy Start New Orleans

To apply, email cover letter, resume and completed Civil Service application to Karmen McKinley, klmckinley@nola.gov, by April 10th, 2013.

Supervisor: Outreach Supervisor

FLSA: Non-Exempt

Revised Date: December 2012

Work Status: Full Time

DUTIES AND RESPONSIBILITIES:

1. Conducts outreach activities and effectively provides prospective program participants with educational materials, and makes referrals to appropriate resources
2. Provides follow – up contact to new clients after initial referrals to ensure that clients receive necessary services
3. Maintains accurate records of pre-intakes and other program activities in the HSNO database
4. Develops unique approaches for contacting difficult to reach and/or at-risk patient populations
5. Receives phone calls from program participants, and makes referrals to appropriate resources
6. Assists other staff members with the coordination of both small and large activities to ensure optimal effectiveness
7. Maintains positive working relationships with current and prospective program participants, program employees in various departments, and community partners
8. Reports results of outreach efforts on a weekly basis
9. Coordinates referrals to ensure program participants have a primary physician or medical home
10. Provides feedback to the Outreach Supervisor regarding the effectiveness of specific outreach location
11. Offers recommendations to the Outreach Supervisor for potential outreach sites
12. Share information with the Outreach Supervisor and other outreach workers regarding available community services, special events, community activities, and outreach opportunities
13. Facilitate weekend health fairs and events, as needed



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- 14. Meets assigned monthly pre-intake goals
- 15. Additional duties, as assigned